

MHS Event Application

To make this process as smooth as possible, please complete the event application and submit it to MHS at least 30 days prior to your event. Incomplete applications will not be approved. An MHS staff member will be in contact with you once your application has been reviewed.

Please complete and email to events@michiganhumane.org or fax to 248-283-5700.

Business: _____

Website: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Name & Position: _____

Email: _____ Phone: _____

Has your company worked with MHS in the past? If yes, please describe. _____

PROPOSED EVENT

1. Name of proposed event: _____

2. Event location: _____

Address: _____

City: _____ State: _____ Zip: _____

3. Date(s): _____ Time: _____

☐ The date(s) of my event is set (same as date listed above)

☐ The date(s) of my event is flexible. Preferred date/time listed above.

4. Event Description:

5. How many people do you expect to attend? _____

6. Who do you expect to attend (adults/children, co-workers, clients)? _____

7. How do you plan to promote the event? (If you plan to use social media, please also include account names and any hashtags you will use. We also recommend you tag MHS in all posts so we can try to share the post.)

☐ Facebook (account name): _____

☐ Group Email (sent to): _____

☐ Instagram (account name): _____

☐ Flyers/Posters (sent to): _____

☐ Twitter (account name): _____

☐ Website (URL): _____

☐ Other: _____

8. Please list all organizations involved with this event: _____

9. Is this event indoors or outdoors? _____

10. Will there be food and/or beverages offered for guests? If yes, what? _____

11. Would you like for MHS to attend your event? If yes, please select from of the following: _____

☐ Display booth/table with volunteer's

☐ Representative to speak briefly

Size of the space available for MHS: _____

☐ Representative to present on specific topic

Will table/chairs be provided? _____

☐ Other: _____

☐ Representative to accept donations

12. Will the event have an admission fee? _____

13. If tickets can be purchased in advance, please provide instructions on how to purchase:

14. Please indicate how you will generate revenue for the Michigan Humane Society:

15. If generating donations through ticket sales/entry fee, please indicate what percentage or portion

will be donated to MHS? _____

16. Is there a guaranteed minimum that will be donated to MHS? _____

17. What is your estimate of the final monetary donation to MHS? _____

18. When will the donation be made to MHS? _____

* We request donations be submitted within 30 days of the event.

19. We require that participants/attendees be informed of the exact amount their participation benefits MHS. Specific disclosure statements can take the form of these examples:

- "All donations collected will be remitted to the Michigan Humane Society"
- "50% of each ticket sold will be given to the Michigan Humane Society"
- "100% of the net proceeds go to the Michigan Humane Society"
- Not acceptable: "A portion of proceeds goes to the Michigan Humane Society" This statement is not a specific statement of the donation and could cause confusion for participants.

This statement must appear on all advertising for the event. Applications for fundraising events without specific disclosure statement will not be approved.

What is your statement? _____

20. Is there anything you wish for MHS to provide to contribute to the success of the event? MHS will try to meet your requests, but because MHS receives no tax dollars, our work is made possible only by the generosity of people like yourself. Therefore we try to minimize our expenses and focus on our mission of caring for and finding good homes for pets in need. Please be specific in your requests for what you would like MHS to provide.

- | | |
|--|---|
| <input type="checkbox"/> MHS logo | <input type="checkbox"/> MHS donation bin for supplies |
| <input type="checkbox"/> MHS brochures/magazines | <input type="checkbox"/> MHS 10 ft x 1.5 ft horizontal banner |
| <input type="checkbox"/> MHS donation canister for money | <input type="checkbox"/> MHS 3 ft. x 6 ft. vertical freestanding banner |
| <input type="checkbox"/> Volunteer assistance at the event to help with: _____ | |
| <input type="checkbox"/> Other: _____ | |

The submission of this application does not guarantee MHS participation in the proposed event. An MHS representative will contact you within one week regarding your application. Changes to proposed event must be made in writing. Thank you for supporting the Michigan Humane Society.

Name: _____

Signature: _____ Date: _____